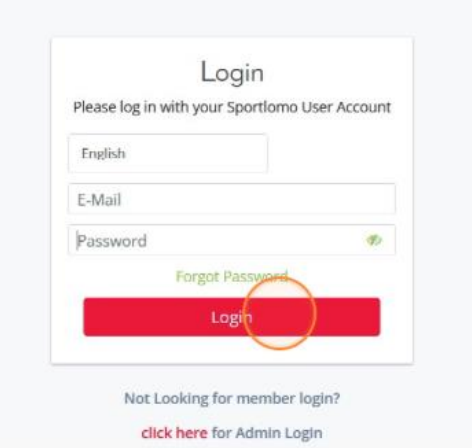
Masters Individual Meet Entries - Training Guide

Find a Meet to Enter

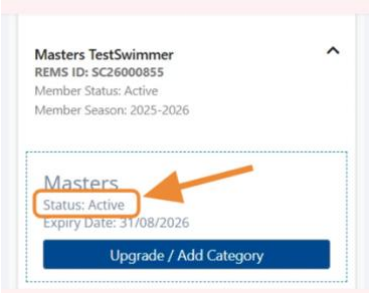
1. Login to REMS member account.
   https://swimming.canada.sportsmanager.ie/sportlomo/users/login



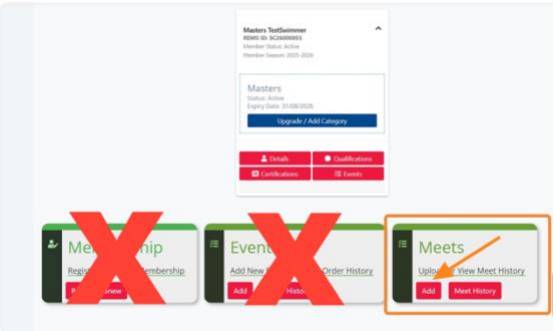
You must have an Active registration status for the Masters registration category to procced with meet entries.

Please contact your club if you have questions about your registration status.

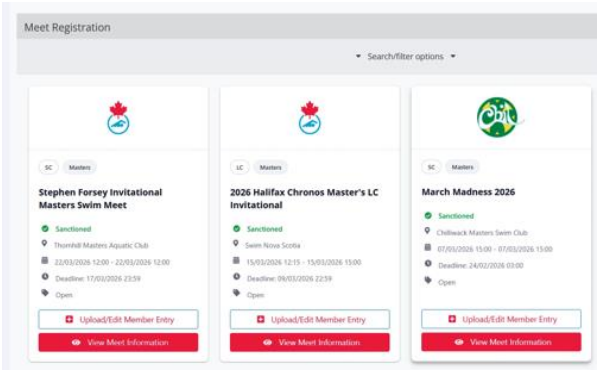
a. If your status is **Needs More Info**, click the Update Information button on your member card to complete your registration.
b. If your status is **Expired**, you will need to register for the season. Contact your club for more information



2. To search for Meets, click the **Add** button under Meets. This will list all sanctioned Masters meets that allow individual entries.

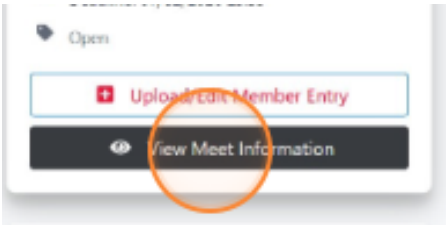


3. Meet list for meets allowing Masters Individual Entries



View Meet Information (Meet Packages)

1. Find the meet that you want to enter. Click **View Meet Information** to see meet details.



2. Click **Back** to go to the previous screen.

Add/Edit Meet Entries

1. Click **Upload/Edit Member Entry** to add or edit your entries for this meet.

2. **Click Please** Select… for the **Select member to register** field and choose the Masters swimmer to register to the meet. *This list will only show Masters swimmers that have an Active Masters Registration status.*

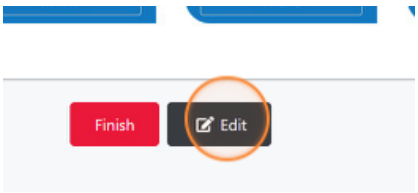
3. Choose the swimmer to register.

4. Click on the red boxes to select your events. You can only select up to the maximum number of events permitted by the meet.
    a. If you try to select more events than are permitted, you will receive an error message at the top of the event list.

5. When you select an event, a blue box will appear below. Events that have been selected will be highlighted in green. To de-select an event, click on the green highlighted box. Click the "Please Enter Time" field. Enter your entry time using the format MM:SS.00 (e.g. 2:03.34, 50.45, 12:45.99)
    a. If you enter the time in an incorrect format, you will receive an error message.

6. When you are done selecting your events, click **Continue**.

7. If you are finished with your meet entries, click the **Finish** button.
    a. If you want to make changes to your entries, click **Edit**.
        i. Click on any of the times to make updates.
        ii. To de-select an event, click on the green highlighted box. Select a new event by clicking any red box.
        iii. If you make changes, click the Save button.



Edit Submitted Meet Entries

1. If you need to go back later and edit your entries, find the meet that you entered and click **Upload/Edit Member Entry**
    a. When you click the **Update/Edit button**, you will not see your entries; you must scroll down to the Meet Log Section and click **Edit** Icon.

    b. To remove an event, click the green highlighted box.
        i. The blue box with the time will be removed.
    c. Select a new event by clicking on red box
        i. Add the time for the new event
    d. When you are finished making changes, click **Save**.
        i. If you did not make any changes, do not click the Save button.

Clicking the Save or Finish buttons creates the meet entry file for the Meet Manager. You will not receive any email notifications when you submit your entries. All communications will come the meet entries coordinator.